



# Colorado Legislative Council

## **Non-Classified**

## **EMPLOYMENT OPPORTUNITY**

## **Colorado General Assembly**

## **Colorado Legislative Council**

Job Title: Administrative Assistant and Publications Specialist

(Non-classified Position)

FLSA Status: Exempt; position is not eligible for overtime compensation

Occup. Group: Administrative Support

Salary: Commensurate with Experience

Release Date: November 18, 2016

Apply by: Open until filled

## **Job Summary**

### **General Description:**

Colorado Legislative Council Staff, the nonpartisan research agency of the Colorado General Assembly, is seeking a skilled and highly motivated administrative support person to join our team. Additional information about Legislative Council Staff can be found at <http://leg.colorado.gov/agencies/legislative-council-staff/employment-opportunities>.

### **Responsibilities and Requirements:**

The Administrative Assistant and Publications Specialist position provides administrative support to members of the Legislative Council Staff and publication recommendations to enhance the overall quality and readability of office products. This includes formatting, copying, and distributing documents according to established procedures, answering phones, managing mail distribution, and responding to inquiries from the public, legislators, and other staff. A successful applicant must be proficient with word processing programs. We are also looking for applicants that possess publication editing and formatting experience that would help the office enhance the overall quality of content in written reports, staff presentations, and the Legislative Council Staff website. This may include experience with Adobe products, such as InDesign, Photoshop, and Illustrator, or other comparable products. The position requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

The position requires at least three years of general clerical experience and publication editing which includes experience providing customer service in person and over the phone. Proficiency in Word, WordPerfect, Excel and LotusNotes software are preferred.

Salary level is commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system, although employment includes coverage under the State of Colorado benefits package.

**Work Environment:**

Office environment

Daytime hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. with some nights.

**To Apply for this Position:**

Because this position is with the legislative branch, there is no need to fill out the state application. Please email your application packet with "Administrative Assistant" in the email subject line to:

[todd.herreid@state.co.us](mailto:todd.herreid@state.co.us)

In order to be considered for this position your application packet must include a resume and cover letter, your salary requirements, and a list of three professional references. Only those applicants who provide a plausible dollar amount or range for their salary requirements will receive further consideration.

Application review will continue until the position is filled. Legislative Council Staff is an equal opportunity employer.

**Department Contact Information:**

[todd.herreid@state.co.us](mailto:todd.herreid@state.co.us)